

# CHARLENE ESTIVA

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## Programming Languages & Frameworks

HTML5, CSS3, Bootstrap, Ruby, Ruby on Rails, JavaScript, JQuery, AJAX

## Education

### Certificate of Completion – Web Designer Course

AcademyX Expert Computer Training  
HTML & CSS

San Francisco, CA  
07.2012-09.2012

### Bachelors of Science in Business Administration – Accounting

San Diego State University  
Named to the Dean's List – Fall 2005

San Diego, CA  
08.2002-05.2007

## Experience

### GENERAL ASSEMBLY

#### Student, Web Development Immersive Program

San Francisco, CA  
01.2014-03-2014

- Learned full-stack skillset with an emphasis on Ruby/ROR and JavaScript
- In addition to the labs and mini-projects, created two web apps (listed at cbestiva.github.io under projects)

### PROMETHEUS REAL ESTATE GROUP

#### Corporate Staff Accountant

San Mateo, CA  
03.2011-08.2013

- OneSite Accounting & EchoSign
- Excel, Word, Outlook 2010
- Journal Entries for Corporate, S. Corps, and Owner's Books
- Account Analysis
- Bank Reconciliations
- Variance Report for Departmental Budgets
- Overhead Allocation to All Properties
- Assist Supervisor and Manager with Financials and Audit Prep

### KEYROSE CORPORATION

#### Accountant/HR

San Mateo, CA  
06.2009-03.2011

- Quickbooks, Excel, Word, Outlook
- A/R, A/P, Payroll
- Bank Reconciliations
- Maintain Employee Files

## Other Skills

Experienced in Git, Github, Backbone.js, Angular.js, PostgreSQL, Redis, Sidekiq, Heroku

## References

General Assembly (WDI Student Colleague)

General Assembly (WDI Instructor)

Prometheus Real Estate Group (Tax & Treasury Admin)

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